Policy
114

Thurston County Sheriff's Office
Corrections Policy Manual

Roles

114.1 PURPOSE AND SCOPE

To acknowledge and identify various roles that exist in order to effectively manage the Thurston County Corrections Facilities and its day-to-day operations.

114.2 POLICY

The following roles are established positions within the Thurston County Corrections Facilities.

114.3 SWORN STAFF MEMBERS

a. **Chief Deputy of Corrections**

The Corrections Bureau will be managed by and is under the direct supervision of the Chief Deputy of Corrections, who reports directly to the Undersheriff. Chief Deputy of Corrections ensures that administrative practices and operational procedures comply with the following:

1. The constitutions of the United States and the State of Washington.
2. The laws of the United States and the State of Washington.
3. Policies, procedures, orders, and directives of the Thurston County Sheriff's Office and Corrections Bureau.
4. Best practice industry standards.

b. **Corrections Operations Captain and Corrections Support Services Captain**

The Captains will be responsible for the day-to-day operations of and activities in the Corrections Bureau, maintaining the safety and security of the members, inmates, community, and facilities. The Corrections Operations Captain will have oversight over (1) Commissioned Custody staff (2) Shifts (3) Corrections Technicians and (4) Facility Projects.

The Corrections Support Services Captain will have oversight over (1) Inmate Services (2) Inmate programs (3) Correctional Options
(4) Volunteer Services and staff (5) management of the Treatment Sales Tax program (6) Contract Food Services staff (7) Mental Health Professionals, (8) Re-Entry staff and (9) Contract Medical staff and Medical Deputies.

The Captains will ensure the implementation of and adherence to policies, procedures, post orders, and other directives, in order to protect the constitutional rights of those incarcerated and maintain the well-being of members, inmates, the facility, and community. The Captains report to the Chief Deputy of Corrections and may act as the Corrections Bureau Chief at the request of, or in the absence of, the Chief Deputy of Corrections. Captains complete the annual evaluations of the Lieutenants under their supervision.

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office

c. **Corrections Lieutenants**

The Lieutenants will report to the Captain who oversees their assigned areas. If the Lieutenants are Shift Leaders, the On-Duty Supervisor (ODS) will report to them with operational and personnel issues. The Lieutenants will support the Sergeants under their command, in their day-to-day duties, any special assignments, and have regular contact with all members.

Designated Administrative Lieutenants will manage scheduling and overtime, supervise Floaters, Court Sergeant, Court Deputies, and Corrections Technicians (CTs), with the exception of the Reception CT who will be supervised by the Support Supervisor.

In addition, these Lieutenants will respond to Public Disclosure Requests (PDRs), investigate Tort claims, provide CCTV/Phone oversight on crime and Prison Rape Elimination Act (PREA) hotlines, coordinate and oversee PREA investigations, collect and report data for various Administrative reports, oversee inmate program evaluation and expansion, and provide security training.

The Inmate Services Lieutenant will supervise the Chemical Dependency Deputies, Inmate Services Sergeant, and Classification Team, plus all contract program staff and volunteers. The Lieutenants will provide input and direction when requested, or as they deem necessary. They will complete annual evaluations on the Sergeants assigned to them. The Inmate Services Lieutenant will provide input for the evaluations on the Chemical Dependency Deputies.

The Programs Lieutenant will have oversight and supervision of the Correctional Options Program and Options Deputies, Medical Liaison Deputies, and Transport Deputies. The Lieutenants will ensure the implementation of and adherence to policies, procedures, post orders, and other directives, in order to protect the constitutional rights of those incarcerated and maintain the well-being of members, inmates, the facility, and the community. All Lieutenants are required to attend Management Team Meetings, as scheduled and, in addition to their routine duties, complete various administrative tasks, as designated by the Chief Deputy of Corrections or Captain(s).

d. **Corrections Sergeants**

The On Duty Supervisors (ODS) and Housing Sergeants will report to the Shift Lieutenants and will be the first-line supervisors of Corrections Bureau members on shifts. While Sergeants are supervising commissioned members in the performance of their duties, they (the Sergeants) participate in these same activities. Sergeants will ensure the implementation of and adherence to policies, procedures, post orders, and other directives, in order to protect the constitutional rights of those incarcerated and maintain the safety, security, control, and well-being of inmates, staff, facility, and the community.

Sergeants schedule the duty assignments and complete the annual performance evaluations on the Deputies assigned to their respective shifts. Special duty assignments for Sergeants include Court, Correctional Options, and Inmate Services.

e. **Corrections Deputies**

Corrections Deputies will report to the ODS or Housing Sergeant, depending on their duty

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office

assignment, and perform their required tasks that may include, but are not limited to: (1) management, care, custody, and transportation of inmates (2) booking and release of inmates

(3) supervising the maintenance and cleanliness of the Thurston County Corrections Facility (TCCF), Correctional Options, and Satellite Holding Facility (4) preparing and processing reports and answering inmate request forms (kites) (5) maintaining security in the courts (6) providing security for Medical, Mental Health, and other programs and volunteer staff (7) supervising and facilitating inmate programs and visitation, and (8) various other duties as applied for (special duty positions) or as assigned. Special duty assignments for which Deputies may apply, interview, and be selected for include Court, Correctional Options, Medical Liaison, Chemical Dependency Program, Defensive Tactics, Range, Honor Guard, Field Training, and Classification.

114.4 NON-COMMISSIONED MEMBERS

a. Support Supervisor

The Support Supervisor will report to the Chief Deputy of Corrections and work directly with the Corrections Operations Captain and the Corrections Support Services. The Support Supervisor is responsible for managing the office at the TCCF, including supervising the Reception Corrections Technician (CT) and Support Specialist(s). The duties of the Support Supervisor include, but are not limited to, ordering all equipment and supplies for the inmate population and those needed to sustain the Thurston County Corrections Facility (TCCF) Reception Area, preparing and submitting Administrative reports, assisting the Captain(s) in researching Public Disclosure Requests (PDRs), and other special projects or reports, as requested.

b. Support Specialist

The Support Specialist will report to the Support Supervisor and will provide a variety of specialized clerical, technical, and administrative support services to the Corrections Bureau. The Support Specialist will assist the Support Supervisor in compiling information, submitting Administrative reports, and will possess the ability to analyze the data and extract relevant information from the facts and figures contained within these reports to promote effective resource management. They must be able to adapt well to changes in routine, workloads, and have the resources to manage various assignments to effective outcomes.

c. The Corrections Staff Assistant

The Corrections Staff Assistant (SA) will report directly to the Chief Deputy of Corrections and perform a broad range of administrative and technical support services, including serving as liaison with Corrections Bureau members and Administration, other county departments, the public, and outside criminal justice agencies. They are responsible for the monthly update and distribution of the Corrections Organizational Chart. They track policies and procedures for review, complete modifications when needed, and ensure these and their respective files are current and updated. The SA, in conjunction with the Programs Lieutenant, will coordinate scheduling for annual In-Service Training for members, as well as other training requests, to include New Hire Orientation and Equivalency Academies, and maintains accurate records on completed training. They monitor budget activity and financial matters, compile data, prepare estimates, statistical and business

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office

reports, including providing information for the Sheriff's Office Annual Report. The SA assists in other routine and special projects, as requested by the Chief Deputy of Corrections.

d. Corrections Technicians

Corrections Technicians (CTs) will report to the Administrative Lieutenant, who monitors their schedules and overtime, and completes their annual performance evaluations. The CTs are also

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office

supervised by the On Duty Supervisor (ODS), Housing Sergeant, and Shift Lieutenant on their respective shift. Their primary duties are to ensure the safety and security of staff, inmates, facilities, and the community by monitoring inmate movement and all cameras and doors of the interior and exterior of the Thurston County Corrections Facility (TCCF) and Satellite Court Facility. They will be well-versed in the alarm system protocol and emergency management and evacuation. They will maintain and track accurate inmate count throughout the TCCF, Correctional Options Program, and Satellite Holding Facility and verify these counts at shift change, adhering to current Corrections Bureau Policy and Procedure, Inmate Counts. The CTs issue, collect and safeguard specific keys, restraints, emergency equipment, and identification badges.

114.5 CONTRACT PROVIDERS AND VOLUNTEERS

a. Contract Staff

Contract providers include, but are not limited to, Food Service, Medical, Education, Domestic Violence, Chemical Dependency, Re-Entry Services, Veteran's Affairs, and Mental Health staff. These members will report to a Captain, or designee, who is charged with overseeing these areas. Their primary duties are to provide the programs and services they are responsible for to the inmates while being mindful of their own safety and security as well as that of other staff, inmates, the facility, and the community. They will operate within the guidelines of their specific program to communicate with Corrections Bureau members, as necessary, to ensure they (contract staff) are able to provide the best possible service under the guidelines defined by their contracts or agreements, policies and procedures, and best practices of the Corrections Bureau.

b. Volunteers

Alcoholics Anonymous, Narcotics Anonymous, Jail Ministries, and other volunteers who participate in programs and activities at the Thurston County Corrections Facility (TCCF) and Correctional Options, will carry out their responsibilities, as directed, in full accordance with agreements and guidelines defined by the policies and procedures of the Corrections Bureau, and under the direction of the Inmate Services Lieutenant and Corrections Support Services Captain. They will be conscious of their own safety and security. These staff will communicate with other members and provide any information they think may constitute a threat to individuals within the facility, facility operations, or the facility itself.

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office